

## **ARLINGTON PUBLIC SCHOOLS**

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
School Committee Regular Meeting  
Thursday, January 14, 2021  
6:14 PM***

*Conducted by Remote Participation*

*<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>*

### *6:30 p.m. Open Meeting*

*You are invited to a Zoom webinar.*

*When: Dec 10, 2020 06:30 PM Eastern Time (US and Canada)*

*Topic: School Committee Regular Meeting, Thursday, December 10, 2020, 6:30 p.m.*

*My Webinar*

*Register in advance for this webinar:*

*[https://us02web.zoom.us/webinar/register/WN\\_XLetyoAaS3W6AisRjFXvZA](https://us02web.zoom.us/webinar/register/WN_XLetyoAaS3W6AisRjFXvZA)*

*After registering, you will receive a confirmation email containing information about joining the webinar.*

### *6:30 p.m. Public Comment*

*Members of the public are asked to send written comments to:*

*kfitzgerald@arlington.k12.ma.us by 3 p.m. on Thursday, December 10, 2020. All comments and questions received by the School Committee by the date and time indicated will become part of the packet and public record and will be shared with the full School Committee and administration before the meeting via email. No written comments will be read at the meeting.*

*For members of the public who wish to address the Committee on the Zoom call, there will be 30 minutes of public comment. Depending on how many people sign up, time allotments may be reduced but will not exceed three minutes each. If the number of people who sign up exceeds what can be reasonably done in 30 minutes, the number of speakers will be capped and will be invited to speak based on the timestamp of their email to Ms. Fitzgerald. If you would like to sign up to speak please email kfitzgerald@arlington.k12.ma.us by 3:00 p.m. on Thursday, December 10, 2020.*

*6:45 p.m. Superintendent present to the School Committee an analysis of the number of hours of live instruction every 10 days in the hybrid and remote programs and a plan to become compliant with the new regulations related thereto.*

*Board of Health and School committee meeting*

*7:00 p.m. Panamera survey results, R. MacNeal*

*7:10 p.m. Fiscal Year 2022 AHS, OMS, Gibbs Budget needs*

*Special Education site coordinator review update. A. Elmer*

*8:45 p.m. Superintendent's Report. K. Bodie*

- *AHS Building Update*

*9:15 p.m. Consent Agenda*

*All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the committee so requests, in which event the item will be considered in its normal sequence:*

*Vote approval of Warrant: 21107 Warrant # Dated 11/10/2020, Total Amount: \$ 751,9210.42*

*Vote approval of Warrant: Warrant # 21113 Dated 11/24/2020, Total Amount \$ 714070.20*

*Vote approval of Warrant: Warrant # 21130, Dated 12/8/2020, Total Amount \$386,657.59*

*Vote approval of Minutes: September 24, 2020, October 8, 2020, and October 22, 2020 Regular Minutes*

*Vote to approve Kathleen Bodie as Arlington Representative for EDCO Board of Directors for 2020-2021*

*9:25 p.m. Subcommittee/Liaison Reports/Announcements*

- *Budget, Kirsi Allison-Ampe*
- *Community Relations: Bill Hayner, Chair*
- *Curriculum, Instruction, Assessment & Accountability, Len Kardon*
- *Facilities, Jeff Thielman*
- *Policy & Procedures, Paul Schlichtman*
- *Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe*
- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*

*9:40 p.m. Executive Session*

- *To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion in which if held in an open meeting, may have a detrimental effect.*

- *To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted..*

*10:00 p.m. Adjournment*

*The listings of matters are those reasonably anticipated by the Chair; which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Jane Morgan, Chair*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at [kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) in advance of the meeting.



## Town of Arlington, Massachusetts

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### Meeting Location

#### Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

#### ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote script
▢ Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Checklist
▢ Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Remote Participation

## DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

### Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

### Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

### For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

### Meeting Materials

**\*For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

**\*For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

### Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
  - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
  - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

## REMOTE PARTICIPATION MEETING CHECKLIST

### In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

### Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

### For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

### During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status



### Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members



**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail: [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone, Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

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Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.<sup>1</sup> Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

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<sup>1</sup> Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



## **Town of Arlington, Massachusetts**

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### **6:30 p.m. Open Meeting**

#### **Summary:**

You are invited to a Zoom webinar.

When: Dec 10, 2020 06:30 PM Eastern Time (US and Canada)

Topic: School Committee Regular Meeting, Thursday, December 10, 2020, 6:30 p.m. My Webinar

Register in advance for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_XLetyoAaS3W6AisRjFXvZA](https://us02web.zoom.us/webinar/register/WN_XLetyoAaS3W6AisRjFXvZA)

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## **Town of Arlington, Massachusetts**

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### **6:30 p.m. Public Comment**

#### **Summary:**

*Members of the public are asked to send written comments to: [kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) by 3 p.m. on Thursday, December 10, 2020. All comments and questions received by the School Committee by the date and time indicated will become part of the packet and public record and will be shared with the full School Committee and administration before the meeting via email. No written comments will be read at the meeting.*

*For members of the public who wish to address the Committee on the Zoom call, there will be 30 minutes of public comment. Depending on how many people sign up, time allotments may be reduced but will not exceed three minutes each. If the number of people who sign up exceeds what can be reasonably done in 30 minutes, the number of speakers will be capped and will be invited to speak based on the timestamp of their email to Ms. Fitzgerald. If you would like to sign up to speak please email [kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) by 3:00 p.m. on Thursday, December 10, 2020.*



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## **Town of Arlington, Massachusetts**

**6:45 p.m. Superintendent present to the School Committee an analysis of the number of hours of live instruction every 10 days in the hybrid and remote programs and a plan to become compliant with the new regulations related thereto.**



## **Town of Arlington, Massachusetts**

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**Board of Health and School committee meeting**



## **Town of Arlington, Massachusetts**

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**7:00 p.m. Panamera survey results, R. MacNeal**





## Town of Arlington, Massachusetts

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**7:10 p.m. Fiscal Year 2022 AHS, OMS, Gibbs Budget needs**

**ATTACHMENTS:**

Type	File Name	Description
▣ Budget Document	AHS_Budget_Memo_2020_(1).pdf	AHS Budget Memo 2020 for FY 22
▣ Budget Document	Budget_Requests_for_the_Ottoson_Middle_School_FY_2022.pdf	Budget requests for OMS FY 22
▣ Budget Document	Gibbs_School_FY_22_Budget_memo.pdf	Gibbs School FY22 Budget requests

**Arlington High School**  
**Budget Discussion Overview**  
**Arlington School Committee Meeting**  
**December 10, 2020**

Arlington High School (AHS) currently enrolls 1410 high school students in a 400,000 square foot facility. The school has remained consistently high in rankings and closed achievement gaps over the past 6 years. We are consistently recognized as a U.S. News & World Report Gold Medal school. We are a U.S. News & World Report STEM school, a Newsweek Top School, a top 500 Newsweek STEM School, and among the nation's most challenging schools according to the Washington Post.

This year, our budget priorities reflect ongoing efforts, the impact of the building project, and the impact of the COVID 19 epidemic. Our budget priorities for this year echo ongoing efforts and challenges. After years of gradual enrollment growth and long term understaffing, we entered this year anticipating rapid growth. However, with the advent of the pandemic, enrollment has remained flat. Our new growth estimates anticipate a slight slowdown in growth based on the impact of the building project. For this reason, we are anticipating growth of only 36 students in the coming year.

The core of our budget request is formed around rising enrollment and the challenges of the upcoming building project. Our priorities in allocating staffing are driven by the need to maintain support in the core required classes, to provide a full schedule of course offerings, to support inclusion and high expectations for all students, and to support educational equity and opportunity. We anticipate increased needs for social emotional and academic support as the students and staff emerge from the pandemic. We will also be completing Phase 1 of the building project and moving almost half the classrooms in the winter of 2022. This will require support to maintain existing spaces, supporting move planning, and to supervising an even more complex space.

We foresee the following trends continuing to put pressure on staff and facilities.

- Unpredictable enrollment. Enrollment growth this year is extremely unpredictable. We would like staffing levels that attract and keep quality faculty, maintain room for growth, and allow us to respond to student needs.
- A shortage of art, PE, and elective classes continues to make it difficult for students to meet requirements and build their schedules.
- Collaborative Problem Solving rollout - Moving away from punitive discipline toward positive behavioral support demands more time and relationship building of staff and administration.
- National and local student trends point toward higher levels of social-emotional challenges among students. These are likely to be exacerbated by the pandemic.
- State accountability guidelines call for ever rising levels of student achievement and

graduation rates.

## Curriculum and Staffing

The high school anticipates modest and unpredictable enrollment growth in the next year. Overall enrollment has increased by 199 students in the previous 5 years. The table below is based on conservative estimates of the district high school enrollment. Our staffing increases over the past 6 years have not kept pace with this enrollment growth. Below, we have adjusted forward the 5-year timeline of staffing increase that was created last year, with adjustments for current enrollment projections, staffing, and student needs.

Below is a 5-year timeline of staffing increases that will allow us to anticipate those increases in a timely fashion. I will explain each line below. The grey area marks the year of completion of the building project, when we anticipate that enrollment patterns will likely change significantly.

School Year	2022	2023	2024	2025	2026
<b>Enrollment Projection</b>	<b>1513</b>	<b>1531</b>	<b>1572</b>	<b>1580</b>	<b>1605</b>
<b>INCREASE</b>	<b>36</b>	<b>18</b>	<b>41</b>	<b>8</b>	<b>25</b>
<b>Multiplier @1.7 per 25</b>	<b>2.45</b>	<b>1.22</b>	<b>2.79</b>	<b>0.54</b>	<b>1.7</b>
1. Classroom Teachers	2.00	0.80	2.40	?	?
2. Special Ed			0.40	1.00	
3. Dean				1.00	
4. House Secretary				0.50	
5. School Counseling		0.50		0.50	
6. Historical Understaffing					
7. Inclusion	0.40				
8. Related Service (SLPA)	1.00				
9. Sub-Separate/ Retain OOD			?	?	
10. Team Chair					
<b>TOTAL FTE (Enrollment/Needs)</b>	<b>3.4</b>	<b>1.3</b>	<b>2.80</b>	<b>2.7</b>	<b>?</b>
<b>11. Building Project Phase</b>	<b>1 - 2</b>	<b>2</b>	<b>3</b>	<b>4</b>	
Secretary Support	0.50				
Building Security	1.00	1.00			
Makerspace Aid (BSP)		1.00			
Smarlab Assistant (BSP)			1.00		
<b>TOTAL FTE (Building Project)</b>	<b>1.5</b>	<b>2.0</b>	<b>1.0</b>		

*Legend: The grey corresponds to the completion of the building, when enrollment projections*

*are likely to change significantly.*

1. **Classroom Teachers.** The MSBA sets the average class size at 20, understanding that this results in classes ranging from 17-23 under appropriate staffing levels. This allows for normal variation based on scheduling and distribution as well as for planned support classes that are smaller by design. Each teacher is then responsible for roughly 100 students. With 7 class periods and an average class size of 20, we require 1.4 FTE of classroom teachers for each 20 additional students. However, given the constraints of our current budgets and rising enrollment throughout the district, we have set the rate of increase at an average of 25 students per section.

In addition, each new student gradually increases the need for support roles such as Special Education, Deans, and Guidance. While our desired caseloads would place the multiplier at 1.83 FTE for each additional 25 students, we have used a multiplier of 1.7, again based on the constraints of growth across the district. We anticipate modest growth next year, and a need for 2.0 FTE of classroom teachers to cover growth.

2. **Special Education Caseloads.** Roughly 13.3% of our students have IEPs and special education teachers carry a caseload of 20 students. Given the small growth over the coming year, we are not asking specifically for Special Education staffing to cover this demand in the current year. However, we do anticipate a need for Special Education coverage to support our inclusion co-taught classes, see below.

3-4. **House System - Dean.** Over the last three years ago, we were able to move to a third full time Dean and to return to a three house system, reopening Collomb House. Our plan is to maintain houses of under 500 students in keeping with the vision in our Educational Program developed for the new building. We were able to assign one Dean and two School Counselors to each house. We have also reorganized our House Secretaries to create a centralized attendance office, which better allows us to support all three House Deans. In anticipation of the new building and a 4 house system, when we begin to approach 1755, we will plan for an additional house, including a Dean, School Counselors, and Secretarial support.

5. **School Counseling.** Our contract calls for the School Counselors (formerly Guidance Counselors) to carry caseloads under 300. In addition, NEASC and professional standards for high school counseling call for caseloads under 250, recognizing the importance and burden of graduation, career, and college planning. We currently have 6 School Counselors and anticipate going over our desired caseload in SY 2023. This will require us to hire either an additional half or full-time Counselor depending on student need and staffing availability. In addition, our School Counseling Department includes 1.5 FTE of Social Workers. Given rising enrollment and increased issues with mental illness among high school age students, we will monitor needs going forward.

6. **Understaffing.** To address existing understaffing issues, last year, we requested an additional 2 FTE of teachers. Given our increases in staffing and lower than anticipated enrollment growth, we were able to improve class sizes in English, Math, History, and Science, getting closer to appropriate levels. The arts and electives remain full and many students are not able to get the classes they request. If staffing levels keep consistent with enrollment growth, as requested, we expect that this will not be less of an issue in the coming years.

7. **Co-Taught Inclusion Classes.** This year, we expanded our commitment to support all students achieving at a college-college career ready standard. Beginning five years ago, we piloted co-taught models to support students in our small group Curriculum B level courses. With appropriate support, students accelerated their learning to access college preparatory curriculum (Curriculum A).

The model requires multiple co-taught sections in required classes to reach an inclusion model with fewer than 30% special education students. Over the last year, we were able to support multiple Curriculum A sections of required classes with Special Education co-teachers. These Co-Taught Inclusion Classes have been successful, and we continue to work on the challenges of scheduling, staffing, and coordination involved in supporting effective inclusion. We anticipate adding 2 sections in order to complete the development and staffing of this model in required classes.

8. **Speech and Language Pathologist Assistant (SLPA).** Due to the rising need for speech and language services, the Special Education department seeks to add a professionally licensed SLPA, under the direction of our existing Speech and Language teacher. This is outlined further in the Special Education services request.

9. **Compass and Specific Student Needs.** Over the past 6 years, AHS has been working to expand our offerings to support students with high level needs for specialized instruction. This might mean the creation of stronger substantially-separate programming, or training and support for students with unique needs in the general education classroom. We have significantly improved the capacity of our Reach Program, serving autistic students or students with related needs, and our Summit Program, serving students with social-emotional needs. We have recently expanded programming in our Compass Program, for students with cognitive disabilities. Increased staffing in these areas will depend on the emerging needs of students rising through the lower grades, or choosing to attend Arlington High School. This area is dependent on specific needs and we do not anticipate a need in the coming year. We will monitor needs going forward.

10. **Team Chair.** We are currently servicing our IEP programming and service only students using 2 Team Chairs. While we don't anticipate a need to expand this role immediately, the special education needs at the high school continue to expand as our numbers increase and as we retain students with higher levels of support. We will monitor needs going forward.

**11. Building Project.** The AHS building project is now underway, and we anticipate completing Phase 1 in January of 2022 and moving to occupy those spaces. There are a number of staffing requirements built into the Educational Program. In addition, the monitoring and staffing requirements of Phase 1 and 2 will have an impact next year. For this reason, we are requesting 1.5 FTE of positions. First, we are requesting 0.5 FTE of secretarial support for the Assistant Principal. The demands of scheduling and coordinating construction impacts and the anticipated move in January will add significant clerical duties. The design of the building calls for Reception/Attendance Staff at two main entrances. With the opening of the new STEAM wing, we will need to staff the new entrance for the second half of the year, adding 0.5 FTE. Lastly, during Phase 2, the building will be significantly divided with classes in the new wing, Fusco, and Downs House, stretching around the construction. For this reason, we are requesting an additional paraprofessional for the second half of the year to supervise the “Links”, adding another 0.5 FTE. The total is 1.5 FTE to assist with building project security and oversight.

With the anticipated return to school in September 2021 and the anticipated move in January 2022, roughly 100 staff will need to pack and move classrooms. The Arlington Public School Contract calls for a per diem payment for classroom moves. With this number of moves, we anticipate roughly \$40,000 will be needed to plan and pay for the move.

## **Digital Technology**

In seven years, digital technology at AHS has transformed our approach to teaching and learning, providing new opportunities for engaging and supporting all learners, preparing students for a computer rich economy, and allowing students to engage directly with creating knowledge and influencing their world. With the introduction of a [Bring Your Own Device](#) program in SY 2015-16 year, AHS moved to an environment where all students expect and are expected to have access to digital technology for teaching and learning. In the past year, this experience with digital technology proved our salvation as the school was forced to go primarily remote. The school has distributed chromebooks and repurposed monitors and equipment from computer labs. Teachers were thrilled to be issued new Macbooks. As we anticipate a return to the building in September, we expect that there will be some predictable need for replacement of devices due to breakage and loss.

We will need to anticipate ongoing needs for teacher devices, student devices, classroom projection, wireless access, internet access, specialty labs, and database subscriptions all need constant upkeep, renewal, and improvement. Specifically we need:

- Ongoing replacement and supplies for new staff.
- Funding for replacement and repairs to accessories and connectivity such as projectors, cords, DVD players, software, and bulbs.
- Student devices need replacement and increased numbers for classroom, study hall, and library use.
- Continue to invest in Wireless and Network capacity and reliability

AHS Bring Your Own Device Agreement found at this link:

[https://docs.google.com/document/d/1t-o58x\\_g8diWvLLdRh1c2G2RMIQddEhx5f9uRUq5q-k/edit?usp=sharing](https://docs.google.com/document/d/1t-o58x_g8diWvLLdRh1c2G2RMIQddEhx5f9uRUq5q-k/edit?usp=sharing)

# Budget Requests for the Ottoeson Middle School FY 2022



## Requests for Next Year's Budget is Based on -

1. **Enrollment increases.** This year we were staffed for 941 students, and we believe we will have more students next year.
2. We are concerned that some students will need extra help due to gaps in their learning. Next year, we are going to have to provide students with more **individual attention and support**, especially with reading and math.
3. We are worried about the **social-emotional impact** the last year has had on our students.

# Enrollment Numbers

Year	Enrollment
2018 - 2019	855 Students
2019 - 2020	899 Students
2020 - 2021	Projected students: 941 (Actual on October 1: 892)
2021 - 2022	Projected Post-Covid: 937 Projected Pre-Covid: 993

## Half a Learning Community (2.0 FTE)

Last spring the school committee approved an increase of half a learning community. This gave us eight and a half learning communities at the Ottoson Middle School. This summer we added another half a learning community to support students. As a result, this year we have nine learning communities.

Enrollment Increases - We are requesting that we keep nine learning communities for next year's estimated 937 to 993 students. With a ninth learning community, there would be 104 to 110 students per learning community with average class sizes between 21 to 22 students. Otherwise, the 8th grade learning communities could be as large as 114 students per learning community with average class sizes of 23 students.

Individual Attention and Support - Smaller class sizes and less students would help teachers give more individual attention to students.

## Reading Teacher (1.0 FTE)

Presently, the Ottoson Middle School has two reading teachers. One teacher works with individual students or with small groups of students primarily on IEPs. The second teacher works with students reading below grade level. This class size ranges from four to six students.

Enrollment Increases - The Gibbs School has three reading teachers who are responsible for 82 students. The Ottoson Middle School has 38 seventh grade students who will need reading support again next year.

Individual Support and Attention - We are concerned that students will need more reading support.

## Math Support Teacher (.2 FTE)

Currently, we have 1.6 FTEs for math support. We would like to add another section of math support for next year.

Enrollment increase - We believe that enrollment will increase and that we will need more math support for students.

Individual Support - We believe students will need more support in math post-Covid.

## Social Worker (FTE 1.0)

We currently have two social workers that work with our students on IEPs. For students who need counseling and are not on IEPs, we do not have a counselor to support them. We are looking to have this additional social worker be split between the Gibbs and the Ottoson.

Social-emotional - We would like to offer more counseling services for students that do not have IEPs. We are concerned about students post-Covid. The social worker would also support the Bridge program.

## Two Instructional Support Specialists (2.0 FTE)

Many students who do not take band, orchestra or chorus have a study hall. Due to the number of students who are in the class, the study hall teacher, usually a building sub, cannot give individual attention to students. We would like to have a program where two instructional assistants could meet with small groups of students and provide them with support.

Individual support and attention - Currently, we are seeing students struggling with homework, executive functioning skills, and motivation.

**Gibbs School**  
**Mme Pierre-Maxwell, Principal**  
**Ms. Salvatore, Assistant Principal**

December 10th, 2020

**Gibbs School 2021-2022 Budget Memo**

Dear School Committee Members,

Thank you for inviting me this evening to present a brief summary of how we are doing at Gibbs and what the Gibbs Team and I think we may need next academic school year to move forward in supporting teaching and learning at Gibbs.

At the beginning of the school's second year (2019 - 2020), our former Principal, Mrs. DeFrancisco shared that we were well on our way of implementing a Responsive Classroom (RC) approach to learning. RC is a researched-based social emotional curriculum that has been fully implemented by the Gibbs School staff to create and maintain a safe and inclusive environment for all of our students.

I find that Responsive Classroom (RC) is well implemented in both the Hybrid and Remote Learning Environments and has been instrumental in assisting us with welcoming our students back and beginning to address some of the effects COVID-19 has had on many of our students. Additionally, with support from a grant secured for us by our Director of Counseling and SEL, Sara Burd, over 95 percent of our students took a UCLA Brief COVID-19 Screener which helped us identify students in need of Tier 2 & Tier 3 SEL services. Part of the grant ensures a partnership with AYCC or INTERFACE to assist with the type of support or small groups our identified Tier 3 students would receive. Any additional service not provided directly by Gibbs School SEL staff requires parents/guardians approval, our parents have been part of the process.

We just ended term 1 and are in the process of reviewing our students' academic performance. We will be reflecting on what went well. We are reflecting on what needs improvement and what quick wins can be implemented when we return from the winter break.

Before I speak to what I think we may need next school year, I would like to acknowledge the many unknowns that cause most plans to be at best incomplete. We are mindful that the 6th grade class of 2021-2022 would have had a year and a half of learning under COVID-19 conditions. We anticipate that many of them may need more social emotional and academic support than was required in previous years.

It is with these thoughts in mind that I present what we may need next year to sustain our work:

**Our requests related directly to staffing are as follow:**

- ❖ .3 in world language to mitigate an overwhelming number of students preference for Spanish

**“Success is not final; failure is not fatal: it is the courage to continue that counts.”**

**Winston Churchill**



**Gibbs School**  
**Mme Pierre-Maxwell, Principal**  
**Ms. Salvatore, Assistant Principal**

- ❖ 1.0 in Math Coach Interventionist; this is a direct equity support response as we anticipate students in the Hybrid and Remote Programs will require more support to address the deficit they suffered from last March 2020 to the present.
- ❖ 1.0 Office Assistance. Gibbs School has close to 500 students in addition to 77 plus staff members. We currently are functioning with 1 office assistant whereas Ottoson has 2.6; our needs at Gibbs school are similar to that at OMS. There are needs for regular day to day teachers requests/communications; parents communication; door monitoring; phone answering; attendance monitoring; guidance meetings and other services; in addition to needs/support for the principal's office which currently are not being supported. COVID-19 daily housekeeping and safety precautions have also added other operational tasks to the principal and assistant principal's desk that could be well supported by the addition.
- ❖ 3.0 Building Substitute - Pre-COVID-19, there was already a need to have a few more building substitutes to assist during the day to respond to staff absences; lunch coverages, and effective supervision during recess. The assistant principal spends a precious amount of time supervising the lunch rooms where she could be working on more academically essential tasks.
- ❖ 1.0 School Social Worker - Both Mr. Meringer and I have discussed the suspected increase we will have among what typically would have been labeled Tier I students; at first we were considering to share an extra person between the two building; but, understanding that Gibbs is not equipped with any special programs to support students with high social emotional needs, possibly categorizing them as high needs students, it make sense to be proactive in requesting a full-time additional staff to the SEL department at Gibbs to support post-COVID-19 issues.

**Our non-Staffing priorities remains the same:**

- ❖ Funding to support MTSS/UDL training for all staff
- ❖ Funding to train new members in responsive classroom
- ❖ Funding to sustain responsive classroom for all staff
- ❖ Funding to support training effort RE: Project Based Learning; Advisory; and Co-teaching
- ❖ Funding to train staff on Equity, inclusion, and Anti-racist changes

Thank you for the opportunity to present and your continuing support with the work we are doing at Gibbs School.

Mme Pierre-Maxwell

**“Success is not final; failure is not fatal: it is the courage to continue that counts.”**

**Winston Churchill**



## **Town of Arlington, Massachusetts**

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**Special Education site coordinator review update. A. Elmer**



## **Town of Arlington, Massachusetts**

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**8:45 p.m. Superintendent's Report. K. Bodie**

**Summary:**

- AHS Building Update

**ATTACHMENTS:**

Type

File Name

Description



## **Town of Arlington, Massachusetts**

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### **9:15 p.m. Consent Agenda**

#### **Summary:**

Vote approval of Warrant: 21107 Warrant # Dated 11/10/2020, Total Amount: \$ 751,9210.42

Vote approval of Warrant: Warrant # 21113 Dated 11/24/2020, Total Amount \$ 714070.20

Vote approval of Warrant: Warrant # 21130, Dated 12/8/2020, Total Amount \$386,657.59

Vote approval of Minutes: September 24, 2020, October 8, 2020, and October 22, 2020 Regular Minutes

Vote to approve Kathleen Bodie as Arlington Representative for EDCO Board of Directors for 2020-2021



## **Town of Arlington, Massachusetts**

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### **9:25 p.m. Subcommittee/Liaison Reports/Announcements**

#### **Summary:**

- *Budget, Kirsi Allison-Ampe*
- *Community Relations: Bill Hayner, Chair*
- *Curriculum, Instruction, Assessment & Accountability, Len Kardon*
- *Facilities, Jeff Thielman*
- *Policy & Procedures, Paul Schlichtman*
- *Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe*
  
- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*



## **Town of Arlington, Massachusetts**

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### **9:40 p.m. Executive Session**

#### **Summary:**

- *To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion in which if held in an open meeting, may have a detrimental effect.*
- *To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted..*



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## **Town of Arlington, Massachusetts**

**10:00 p.m. Adjournment**



## **Town of Arlington, Massachusetts**

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**Submitted by Jane Morgan, Chair**